

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0663***

**FLSA: Exempt**

**CLASSIFICATION TITLE: SUPERINTENDENT, LANDFILL**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial work functions associated with operation of landfill and wood recycling center facilities in compliance with applicable laws and regulations.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees operations and activities of city landfill and wood recycling center facilities.

Ensures landfill and wood recycling center compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; conducts site inspections; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; inspects sites for safe working conditions; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Consults with management, consultants, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Coordinates availability of equipment, materials, tools and supplies needed for projects.

Surveys land and checks/sets grade using laser level, electronic survey gun, and survey data collector.

Monitors inventory levels of departmental equipment and supplies; initiates orders for new or replacement materials.

Assists in developing and implementing departmental budget; monitors expenditures.

Develops long and short term plans and goals for the landfill and wood recycling center.

Prepares or completes various forms, reports, correspondence, performance appraisals, accident reports, bid specifications, budget requests, and other documents.

Receives various forms, reports, correspondence, attendance records, job applications, invoices, permit documents, drawings, specifications, regulations, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with director, employees, other departments, engineers, consultants, contractors, regulatory inspectors, outside agencies, environmental organizations, the media, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

#### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Conducts training for staff members on operation of heavy equipment, which may include a bulldozer, grader, wheel scraper, and tractor-trailer.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Sanitation Engineering or Civil Engineering; supplemented by six (6) to nine (9) years previous experience and/or training that includes landfill operations and recycling center operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Department of Environment Landfill Operator Certification. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.